

Adding Users to PARTWeb

There is a new procedure on how to add users to PARTWeb. They now need to be added through the MAX Homepage. Please go to <https://max.omb.gov/maxportal/>



When a user wants to be added to PARTWeb, they need to go to the MAX Homepage and click on "Register Here." The page below will then appear.

MAX: User Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <https://max.omb.gov/maxportal/register.jsp> Go Links

MAX Homepage
Office of Management and Budget

[Home](#) | [Register Here](#) | [Login](#) | [Training](#) | [FAQ](#) | [Contact Us](#)

President's Budget

- Budget Documents
- Supplementals, Budget Amendments, and Releases

Legislative Information

- Statements of Administration Policy (SAPs)
- Testimony
- Reports to Congress

Information for Agencies

- Circulars
- Memoranda
- Bulletins
- Privacy Guidance
- Grants Management
- Reports

New User Registration

Please fill out the Application Request form below and select the *Submit* button. Your email address will be validated. Once approved, you will receive a confirmation email containing a link to activate your account and further instructions will be provided on how to complete the registration process.

* indicates required field

*First Name: MI:

*Last Name:

*Email Address:

*Confirm Email:

*Agency:

Bureau:

*Agency Address:

Room Number or Mail Stop:

Done Internet

start | Inbox - Microsoft O... | RE: Deleting PART U... | Document1 - Micros... | MAX: User Registrat... | 8:35 AM

The user then needs to fill out all of the appropriate information and press submit. What will happen is a PDF file will be formed that the user needs to print out, sign, and fax it or scan/e-mail it with a copy of their government identification badge to the DoD Agency Administrator, Lucy Kuyawa, lucy.kuyawa@osd.mil, fax 703-693-2610 or DSN 223-2610. Be sure to write "For: Lucy Kuyawa" on the fax.....lots of people use this fax number. The user applicant also needs to indicate to which PART he/she needs "write" access.

After the DoD Agency Administrator receives the signed form and copy of identification badge, the Administrator will log into MAX and approve the new user. Then the Administrator will log into PARTWeb and grant "view" or "write" access, as appropriate, to the PARTs.